

KENTUCKY WORKFORCE INVESTMENT BOARD

April 26, 2005, Minutes

1st Floor State Board Room
Capital Plaza Tower, 500 Mero Street
Frankfort, Kentucky

I. Call to Order

Introductory Comments

The KWIB business meeting was called to order at 10:15 a.m. by George Burkley, KWIB chair. Mr. Burkley asked individuals in the audience to introduce themselves to give KWIB members an understanding of the interests of those in attendance. Following introductory comments about the agenda and expressing condolences to Deputy Commissioner Andrew Fraenhoffer on the death of his father, Mr. Burkley requested that the roll be called.

Roll Call

The following members were present: Mr. James Baker, Ms. Sharon Bird, Senator Charlie Borders, Mr. George Burkley, Mr. John Cary, Representative Larry Clark, Deputy Commissioner Andrew Fraenhoffer, Secretary of State Trey Grayson, Senator Vernie McGaha, Mr. Todd Mills, Mr. Ronald Ramsey, Mr. Nicky Rapier, and Ms. Sue Tamme.

The following members were absent: Mayor Jerry Abramson, Governor Martha Layne Collins, Ms. Annette Jones, Judge/Executive Bill May, Dr. Michael McCall, Mr. Ken Oilschlager, Mr. Ted Richardson, General James Shane, and Mr. Russell Starkey.

The quorum was met with 13 of 22 appointed members present.

Introductory Comments (Continued)

Elizabeth Hack, KWIB Administrative Coordinator, told KWIB members about items available for their review including a Best Places to Work publication and a performance assessment handout and referenced an article about Governor Fletcher's recent presentation to the U.S. Senate committee on Health, Education, Labor & Pensions (HELP) that had been included with the agenda packet.

Mr. Burkley invited new and continuing members to stay for an orientation session planned for immediately after the KWIB meeting. The orientation would provide a broad overview of the KWIB activities and responsibilities as well as information regarding the Workforce Investment Act.

II. Action Items/Discussion

Approval of Minutes

The March 24, 2005, KWIB meeting minutes were approved as submitted following a motion by Secretary of State Trey Grayson, seconded by Sue Tamme.

Administrative Report

The Office of Employment and Training's Executive Director, Dr. Penny Armstrong, presented an administrative update, primarily responding to questions raised at the March 24, 2005, KWIB meeting regarding the failure to receive incentive funds and trade program changes.

- Regarding the failure to meet 2003 program year performance measures which resulted in the loss of incentive funds, Dr. Armstrong noted the following:
 - contact had been made with the Office of Career and Technical Education, but details regarding its performance measures and what the specific failings had been were not yet available;
 - the Office of Employment and Training and the Office of Career and Technical Education are both now in the Department for Workforce Investment which will lead to greater opportunity for interaction;
 - decisions have not been finalized about the number of states that will receive incentive funding for the 2003 program year. Either 11 or 23 states will receive PY 2003 incentive funding, depending on the US DOL decision regarding retention of the "customer satisfaction response rate" indicator.

KWIB members requested additional and specific information about

- the cause of the failure to receive incentive funds for PY 2003,
- the performance measures that were not met,
- the amount of funding lost as a result,
- the administrative authority overseeing the Perkins Act programs, and
- the role of the KWIB regarding Perkins Act programs.

KWIB members also expressed concern that the timing of information about this loss is detrimental because of inadequate time to address and resolve problems. They stated that this situation is not acceptable. Senator McGaha reported that detailed performance measure information is available and has been distributed. During the discussion to which Dr. Armstrong and Division of Workforce Services Director, Susan Craft, provided responses, KWIB members suggested the following:

- that a mid-year check be implemented to ensure that each of the partners (Adult Education, Perkins, and Workforce Investment Act) is functioning appropriately,
- that a representative from the Perkins program come before the KWIB,
- that performance measure data from all three partners be compiled,
- that the three partners be unified, and that a template be prepared for reporting performance measures on the three partners,
- that specific and detailed performance measure information be requested through the Freedom for Information Act and that a report be obtained from the US DOL regarding the performance of each of the Kentucky partners,
- that better cooperation and collaboration be ensured, and
- that staff draft a motion to help obtain these ends.

- Regarding trade program changes, Dr. Armstrong reported that
 - trade programs are now under the Division of Workforce Services,
 - LWIA representatives developed procedural changes,
 - local WIA staff now determine the need for training for trade affected individuals, and
 - the changes went into effect on April 1, 2005.

Future KWIB Meeting Dates

Based on KWIB member responses to a questionnaire, Tuesday, August 23, 2005, and Tuesday, November 29, 2005, were set as the next two quarterly KWIB meeting dates. The Executive Committee may meet in the interim to review the incentive funding issue. An ad hoc meeting may be called in June, 2005.

WIA State Plan

Division of Workforce Services Director, Susan Craft, led the KWIB through a review of the draft State Plan. A copy of her PowerPoint presentation is attached. Throughout the presentation, KWIB members raised questions and requested clarification of some points. Mr. Burkley noted the amount of administrative detail in the plan but the lack of information about what is distinctive and leads to excellence. Ms. Craft responded to comments and questions and noted the following:

- The draft plan has several unanswered questions but that additional responses have been received since the draft was prepared for the agenda packet.
- Governor Fletcher's vision, which included workforce investment as part of education, is detailed in the draft plan.
- The plan needs to be broader than any one cabinet.
- The plan emphasizes coordination, collaboration, communication, and consolidation.
- Changes can be made in the state plan as the state and the KWIB make policy changes.
- Additional discussion may be required to complete the plan.
- The final state plan is due May 31, 2005.

Ms. Craft also presented draft WIA performance measure information and explained the handout distributed to KWIB members (copy attached). KWIB members engaged in the discussion that followed regarding the process for setting state goals that includes negotiation methodology, expectations, and validity. Ms. Craft explained some of the factors impacting projected goals and expectations regarding the final goals that will be agreed upon with the US DOL, including the change in common measures, procedural changes, revised definitions, and organizational changes.

III. Committee Reports

Executive Committee:

Mr. Burkley summarized additional changes suggested for the KWIB Statement of Executive Authority and Rules of Procedure (bylaws) by the Executive Committee. The changes include:

- Four standing committees to coincide with the four A's of the 2004 Strategic Plan (Awareness, Alignment, Access, and Accountability). Committee duties and responsibilities will be defined at a later date.
- Proxies may represent KWIB members with the following stipulations:
 - notification must be submitted in advance of the meeting,
 - each member may send a proxy for up to two meetings per year, and
 - the proxy may vote on behalf of the member s/he represents.

Mr. Rapier made a motion to accept the recommendations of the Executive Committee. Mr. Cary seconded the motion.

Senator McGaha raised a question regarding whether a member could send a different proxy each time. Following discussion, Representative Clark moved that each member wishing to name a proxy submit the name of his/her proposed proxy for a calendar year for review and acceptance from the Executive Committee. The other stipulations proposed by the Executive committee were retained. This motion was seconded.

Both motions were approved with no dissenting votes.

Joint Marketing and Public Relations and Local Liaison Committee

Ms. Sharon Bird, Chair of the Marketing and Public Relations Committee, referenced the minutes of the joint Marketing and Public Relations and Local Liaison Committee meeting with no further comments.

Adjournment

The meeting was adjourned at 12:00 p.m.

Orientation

After lunch an orientation was held for new and continuing KWIB members. Four members, George Burkley, Vernie McGaha, Sue Tamme, and Todd Mills, attended. Presentations regarding the work of the KWIB and the Workforce Investment Act were made by Elizabeth Hack, Susan Craft, Mike Harmon – Division of Workforce Services, Sherry Johnson – Lincoln Trail Workforce Investment Area, Earl Kilbourne – Division of Field Services, and Charles Puckett – Office of Vocational Rehabilitation.

The orientation session adjourned at 1:30 p.m.